

# **June 8, 2006 Webinar on GPM/GVM Changes**

## **Clarifications & Session Questions and Answers**

### **Clarifications**

Based on the questions and comments raised during and after the webinar, we would like to clarify a few issues.

### **Negotiations.**

Negotiations can only be conducted with an electronic RFP or hardcopy RFP for both Agency and statewide contracts. Negotiation language defining the process needs to be included in the (e)RFP and someone from DOAS/State Purchasing needs to participate in the negotiations. The Issuing Officer can analyze the cost proposals independently, but at the same time the Evaluation Team is analyzing the technical proposals for (e)RFPs only, not hardcopy RFPs.

### **Vendor Protests/Complaints.**

All vendor objections must be sent in writing to DOAS/State Purchasing Division within ten (10) calendar days following the issuance of a contract. The written complaint must be signed by a company officer and sent to DOAS Asst. Comm. by mail, fax or email. DOAS will then forward the vendor objections per the following guidelines:

Agency handles the informal complaint and notifies DOAS Asst Comm. of resolution

- If awards within its delegated purchasing authority and the award is between \$5,000 and \$100,000.

DOAS handles informal complaints or formal protests, if

- Award amount is \$100,000 and above or
- DOAS is the issuing agency. (This includes situations where DOAS issues agency solicitations where the estimated contract amount exceeds the agency's delegated purchasing authority.)

### **Documents Available on Website**

<b>July 1, 2006</b>	Notice of Intent to Award (NOIA) and Notice of Award (NOA)
<b>July 13, 2006</b>	Agency Standard Contract Form, Terms & Conditions, Instructional Guideline

### **Questions Asked During Sessions**

#### **1. Are you going to do a statewide Temporary Staffing Contract?**

- We are looking into the development of a statewide temporary staffing contract. We don't have a specific timeline on when that might occur.

- 2. Can the cost proposal now be opened prior to the completion of the Technical evaluation with the electronic solicitation process?**
  - Yes. For electronic RFPs only, the issuing officer conducts the cost analysis concurrently while the Evaluation team conducts technical evaluations.
- 3. If we use the services of a consultant to develop an RFP, would the consultant then be allowed to participate in the negotiations?**
  - Only State employees make decisions regarding solicitations; however, third parties, including consultants and agency purchasing professionals, can be consulted as subject matter experts and facilitators during the negotiations.
- 4. Can the agency be involved in the negotiations?**
  - Yes. DOAS will manage the negotiations process, but the agencies can be involved in negotiations and is highly encouraged.
- 5. If agency DPA is \$50k and DOAS awards contract for \$75K, will agency or DOAS handle complaint.**
  - In this case, DOAS is the issuing agency and would handle the informal complaint.
- 6. For PeopleSoft users will there be a system form to generate NOIA or will this be a manual form only?**
  - At this time, there is not an NOIA form generated automatically through PeopleSoft. The NOIA form will be posted on DOAS website under Standard Purchasing Form on July 1, 2006. We will look into whether this form can be generated from PeopleSoft.
- 7. Regents' institutions have selected delegated authority greater than \$100,000. Do we use the NOIA process for these purchases?**
  - Yes. The NOIA process should be used for any purchases over \$100,000.
- 8. All State agencies don't use Outlook, can we make this [electronic requisition form] mandatory?**
  - No. The form will not be mandatory for those who do not use Outlook. We are looking into how many purchasing professionals are using other email applications and whether the form can be modified for utility in those programs.
- 9. Will these slides be posted somewhere so we can share them with others?**
  - Yes. They will be available on the website following this presentation.